



Preliminary Short Plats & Long Plats Permit Checklist

Project File Number: _____

Accepted By: _____

Project Name: _____

Date: _____

Preliminary Short Plats are Type II permits. **Preliminary Long Plats** (10+ lots) are Type III permits. There are three steps in the subdivision process: preliminary, construction, and final approval per Chapter 14.18 LSMC. For the City to accept applications as complete, applicants must submit the following required items applicable to the individual phase. **ALL APPLICATION MATERIALS AND RESUBMITTALS ARE REQUIRED TO BE IN ELECTRONIC PDF AND HARDCOPY FORM. ALL ELECTRONIC SUBMITTALS NEED TO BE RECEIVED BY THE CITY AT THE TIME OF APPLICATION. PLEASE NOTE THAT ALL APPLICATION MATERIALS ARE REQUIRED TO BE SIGNED. IF THE REQUIRED MATERIALS ARE NOT PROVIDED THE CITY WILL DEEM THE APPLICATION INCOMPLETE.**

Preliminary Short Plat or Long Plat

Applicant / Staff Verify

- ☐ / ☐ Completed Application **Type II** – short plat OR **Type III** – long plat (3 copies)
- ☐ / ☐ Intake Fees (See current Fee Schedule)
- ☐ / ☐ Current Title Report (within 30 days of application) and copies of all existing and proposed covenants, conditions or other encumbrances
- ☐ / ☐ Targeted Drainage Plan pursuant to separate Targeted Drainage Plan Checklist
- ☐ / ☐ Critical Areas Report, if required (2 Copies)
- ☐ / ☐ SEPA Checklist including any environmental studies, if required (2 Copies)
- ☐ / ☐ Traffic Impact Fee Worksheet
- ☐ / ☐ Water Availability Letter (2 Copies)
- ☐ / ☐ Electric Power Availability Letter (2 Copies)
- ☐ / ☐ Sewer Availability Letter (2 Copies)
- ☐ / ☐ An electronic EXCEL database file containing the names and addresses of “owners of real property within 300 feet of the project site, or 20 property owners whichever results in more property owners being noticed” per LSMC 14.16A.225.
- ☐ / ☐ Other materials required by Planning Director
- ☐ / ☐ Design Review materials pursuant to separate Design Review Checklist

Survey Requirements

Applicant / Staff Verify

Full sized Short Plat or Long Plat (3 copies) and 1 reduced copy (8.5” X 11” or 11” X 17”), containing the following elements:

- ☐ / ☐ Common and appropriate engineering scale which can be clearly read (min. 1-inch = 50-feet)
- ☐ / ☐ Vicinity Map and North Arrow

- ☐ / ☐ Section, Township, Range, Tax Account Number(s), and Legal Descriptions of existing and proposed lots
- ☐ / ☐ Title block containing the name, address and telephone number of the applicant(s), all owners and the land surveyor
- ☐ / ☐ Existing and proposed property lines with segment and property dimensions
- ☐ / ☐ Existing contour lines with intervals of two or five feet
- ☐ / ☐ Existing structures, improvements and features
- ☐ / ☐ Names, locations and widths of all existing/proposed streets, rights-of-way, road or access easements/tracts and utilities within 50 feet of the property
- ☐ / ☐ Proposed dedication of right-of-way roads
- ☐ / ☐ Fire hydrants nearby to the subject property and/or location of any proposed hydrants
- ☐ / ☐ Native Growth Protection Area tracts for critical areas (wetlands, streams, water bodies or geologically hazardous areas) including proposed buffers pursuant to LSMC 14.88.290
- ☐ / ☐ Site and lot information, e.g., zoning, proposed use, bulk site requirements, lot sizes and utility providers
- ☐ / ☐ Date of preparation and/or survey revisions